

Audit Engagement Letter

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Not-for-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our acceptance of the audit engagement for the financial statements of [Not-for-Profit Organization's Name] for the year ending [Year End Date]. This letter outlines the terms of our engagement and the nature of the services we will provide.

Scope of Services

We will conduct our audit in accordance with generally accepted auditing standards and applicable laws and regulations. The objective of our audit is to express an opinion on the fair presentation of your financial statements in accordance with [applicable financial reporting framework, e.g., GAAP].

Responsibilities

Your management is responsible for the preparation and fair presentation of the financial statements, as well as the implementation of internal controls and compliance with laws and regulations.

Fees

Our fees for this engagement will be [insert fee structure], based on the actual time spent and out-of-pocket expenses incurred.

Audit Timeline

Our audit procedures will commence on [insert start date] and we expect to complete the audit fieldwork by [insert completion date].

Other Considerations

Please be aware that the results of our audit may be affected by factors beyond our control. We will maintain open communication throughout the engagement, and we appreciate your assistance.

Acceptance

If you agree with the terms of this engagement, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

Agreed and Accepted:

[Client's Name]

[Client's Title]

Date: _____